

Roxwell C of E Primary School

Debt policy
Ratified May 2020
Reviewed May 2022



Roxwell C of E Primary School has adopted a strict NO DEBT policy.

Debt relating to the school meal service.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support. If parents believe that their children may qualify for entitlement to Free School Meals please contact School Food Support Service, Free School Meal eligibility checking service on 0116 3056588 or 0116 3057093, alternatively visit www.schoolfoodsupportservice.co.uk. This allowance is a statutory right and it is important that you use it if you qualify. Help is available with your application either at the school office or by contacting any of the above numbers.

Parent/s must pay for the school lunch using any of the methods of payment outlined below:

- Online using ParentMail **THIS IS OUR PREFERRED METHOD**
- Send a cheque in a marked envelope

Children will not be provided with a school lunch unless it is paid for in the half term it is taken, except those that are entitled to free school meals. If a parent genuinely forgets to pay, the school may grant a meal. However this debt must be paid for as soon as possible and future meals must be paid in the half term they are taken.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the school office will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received by the end of the half term, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

Debt relating to breakfast and after school clubs/ school clubs / / music tuition

All clubs must be **paid in full by the end of the half term in which they are taken**. The clubs are booked in advance by the parents and then added to ParentMail. Parents are able to pay in instalments throughout the term. Parent/s must pay using any of the methods of payment outlined below:

- Online using ParentMail **THIS IS OUR PREFERRED METHOD**
- Send a cheque in a marked envelope

If clubs are not paid for in the first half term they are taken your child may not be able to participate in clubs the following half term. If payment of the debt is not received by the end of term, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.